

# Request for Applications

---



## City of Minneapolis Health Department

Request for Applications from individual consultants or community-based organizations to implement *ReThink Your Drink, Every Sip Counts!* – a healthier beverage campaign – in East African communities

**Issued April 27, 2016**

**Proposals Due by: 4 p.m., Wednesday May 25, 2016**

## Table of Contents

Request for Applications Summary	<b>3</b>
Background	<b>5</b>
Purpose of Request for Applications	<b>6</b>
Eligibility Criteria	<b>6</b>
Scope of Service	<b>7</b>
Role of the Minneapolis Health Department	<b>9</b>
Funding	<b>10</b>
Selection Criteria	<b>11</b>
Rejection of Proposals	<b>11</b>
Administrative Requirements	<b>11</b>
Timeline	<b>12</b>
Application: Instructions	<b>12</b>
Application: Form	<b>13</b>
Appendix A: Examples of strategies that help create healthy beverage environments	<b>17</b>
Appendix B: Special Conditions for Federal and State Grant Funded Projects	<b>18</b>



If you need this material in an alternative format please call the Health Department at 612-673-2301 or email [health@minneapolismn.gov](mailto:health@minneapolismn.gov). Deaf and hard-of-hearing persons may use a relay service to call 311 agents at 612-673-3000. TTY users may call 612-673-2157 or 612-673-2626.

Attention: If you have any questions regarding this material please call Minneapolis Health Department 612-673-2301.

Hmong - Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800;

Spanish - Atención. Si desea recibir asistencia gratuita para traducir esta información, llame al 612-673-2700;

Somali - Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500

## Summary

Up to \$32,000 will be available to fund one individual consultant or community-based organization serving East African communities to partner with the Minneapolis Health Department on the implementation of ReThink Your Drink, Every Sip Counts! – a healthier beverage campaign. The selected consultant or organization will (1) conduct activities to raise awareness about the link between frequent sugary drink consumption and negative health effects, and promote healthier beverages; and (2) pursue policy and/or practice changes in a variety of settings with the goal of creating healthier beverage environments. The goal of the campaign is to encourage both people and places to choose healthier beverages over sugary drinks, and ultimately, improve health. The funding period will be from July 1, 2016 – June 30, 2017.

## Eligibility

Eligible applicants include individual consultants, non-profit and for-profit neighborhood- or community-based organizations and/or agencies that serve East African communities in Minneapolis. Applicants must be able to adhere to the City's General Terms and Conditions and Insurance Requirements for contracts, which can be reviewed on page 11 Section C and in *Appendix B*.

**The deadline for ReThink Your Drink, Every Sip Counts! applications is May 25, 2016.**

The enclosed materials provide information to guide your application for the Minneapolis Health Department's ReThink Your Drink, Every Sip Counts! Request for Applications. We suggest that applicants conduct the following process:

- (1) Review the enclosed application packet to determine your eligibility and capacity to carry out required activities.
- (2) Participate in the pre-proposal meeting to ask questions about the program and the application process.
- (3) Review the Questions and Answers document that will be posted every Monday through May 23, 2016 on [www.minneapolismn.gov/health/grants/index.htm](http://www.minneapolismn.gov/health/grants/index.htm).
- (4) Use the application instructions as a guide while writing your application.

**The in-person pre-proposal meeting will be held on:  
Thursday, May 5, 2016 at 11:00 a.m.**

*During the pre-proposal meeting, the Health Department will describe this funding opportunity, review the Request for Applications, and answer questions about the campaign, the application process, etc. Participation in the meeting is not required; however, it is strongly encouraged because it is the only opportunity to ask questions directly to staff. If you are unable to attend, or have additional questions following the meeting, questions may be submitted to [health@minneapolismn.gov](mailto:health@minneapolismn.gov) (please reference:*

*“ReThink Your Drink RFA” in the subject line). Staff will accept questions and post answers on the MHD website until May 23, 2016.*

Applications are due no later than 4:00 p.m. on Wednesday, May 25, 2016. Applications must be delivered to:

ATTN: ReThink Your Drink Campaign  
Minneapolis Health Department  
250 South 4<sup>th</sup> Street, Room 510  
Minneapolis, MN 55415

**Please include five (5) copies of the application.**

\*If mailed, applications must be received by 4:00 p.m. on Wednesday, May 25, 2016 (not post-marked by May 25, 2016).

\*\*Faxed copies and emailed copies of applications will not be accepted.

#### **Request for Applications Timeline**

Wednesday, April 27, 2016	RFA issued
Thursday, May 5, 2016 at 11:00 a.m.	In-person pre-proposal meeting
Friday, May 20, 2016	Last day to submit questions via email to <a href="mailto:health@minneapolismn.gov">health@minneapolismn.gov</a>
Every Monday through May 23, 2016	Q&A updated on MHD website: <a href="http://www.minneapolismn.gov/health/grants/index.htm">www.minneapolismn.gov/health/grants/index.htm</a>
Wednesday, May 25, 2016	Proposals due by 4:00pm to the Minneapolis Health Department (by mail or in-person delivery)
Friday, June 3, 2016	Selected applicant notified by email Non-selected applicants sent a letter
Thursday, June 30, 2016	Contract negotiation complete; contract executed by City
Friday, July 1, 2016	Work can begin once the contract is fully executed between the Health Department and selected consultant/organization

## I. REQUEST FOR APPLICATIONS

### A. BACKGROUND

The Minneapolis Health Department's (MHD) Healthy Living Initiative works with partners in schools, neighborhoods, worksites, and clinics to make sustainable, community-driven changes that help everyone eat healthy, be active, and live tobacco free. In addition, Healthy Living efforts are focused on communities that experience health disparities.

Obesity is an epidemic in the United States. With an obesity rate of 27.6% in 2014, it is one of the most serious public health concerns facing Minnesota<sup>1</sup>. Overweight and obesity threatens the health of our children, youth, adults and seniors, placing them at much greater risk for a wide variety of chronic diseases<sup>2</sup>. The causes of obesity are complex; however, environments that promote physical inactivity and increased consumption of less healthy foods are primary risk factors<sup>3</sup>.

Public health experts have identified sugar-sweetened beverages (sugary drinks) as major contributors to poor diet and rising obesity rates<sup>4</sup>. Americans are now consuming about 300 more calories per day and almost half of these extra calories come from sugary drinks. Consumption among children and adolescents has been increasing, with sugary drinks being the largest source of added sugars in the diet of youth<sup>5</sup>.

Though nearly all Americans consume sugary drinks, the potential harm from frequent consumption is especially concerning among low-income communities and communities of color, where people are more likely to regularly consume sugary drinks and are at a higher risk for obesity and related chronic diseases<sup>6</sup>.

***Sugar-sweetened beverages are any non-alcoholic drinks that contain added caloric sweeteners. This definition includes soft drinks (soda or pop); sports and energy drinks; sweetened milks or milk alternatives; fruit drinks, punches, or –ades; tea and coffee drinks, and any other beverages to which sugar has been added. It does not include drinks with only naturally-occurring sugars such as natural fruit juices<sup>5</sup>.***

The racial and ethnic disparities in sugary drinks consumption show the need to encourage healthier beverage choices in specific populations using culturally-specific educational strategies and through improvements in the availability of healthier beverages in various settings. In 2014, the Health Department formed the Healthier Beverage Leadership Team and worked with organizations that serve the African American, Latino, Native, and Hmong communities to implement the ReThink Your Drink, Every Sip Counts! (ReThink Your Drink) campaign in their own communities. With these partners, the

<sup>1</sup> [www.health.state.mn.us/obesity/](http://www.health.state.mn.us/obesity/)

<sup>2</sup> [www.health.state.mn.us/divs/hpcd/chp/cdrr/obesity/pdfdocs/obesityfactsheet.pdf](http://www.health.state.mn.us/divs/hpcd/chp/cdrr/obesity/pdfdocs/obesityfactsheet.pdf)

<sup>3</sup> [www.health.state.mn.us/divs/hpcd/chp/cdrr/obesity/obesityplan.html](http://www.health.state.mn.us/divs/hpcd/chp/cdrr/obesity/obesityplan.html)

<sup>4</sup> [www.changelabsolutions.org/publications/SSB-playbook](http://www.changelabsolutions.org/publications/SSB-playbook)

<sup>5</sup> [www.publichealthlawcenter.org/topics/healthy-eating/sugar-sweetened-beverages](http://www.publichealthlawcenter.org/topics/healthy-eating/sugar-sweetened-beverages)

<sup>6</sup> [www.cdph.ca.gov/SiteCollectionDocuments/StratstoReduce\\_Sugar\\_Sweetened\\_Bevs.pdf](http://www.cdph.ca.gov/SiteCollectionDocuments/StratstoReduce_Sugar_Sweetened_Bevs.pdf)

Health Department also created educational campaign materials, such as posters, which were then tailored to fit individual community needs.



Examples of posters in English (Left), Spanish (Middle), and Hmong (Top Right).

MHD has also engaged youth, and integrated healthier beverage efforts into schools, clinics, and parks, to name a few. Thus far, the collective impact of the campaign has been significant. For example, in addition to creating a [website](#) and [Facebook page](#), the Health Department and its partners had a ReThink Your Drink presence at more than 85 community events, conducted more than 200 educational sessions, and participated in 14 media opportunities (TV, radio, written). Lastly, 22 organizations developed and adopted healthy beverage policies and 14 organizations adopted healthy beverage practices. The Health Department continues to work with existing partners to reach more people and places through the campaign.

## B. PURPOSE OF REQUEST FOR APPLICATIONS

The purpose of this Request for Applications (RFA) is to select and fund one individual consultant or community-based organization to adapt and implement the ReThink Your Drink campaign in East African communities in Minneapolis. The goal of the campaign is to encourage people *and* places to choose healthier beverages over sugary drinks.

## C. ELIGIBILITY CRITERIA

Eligible applicants include individual consultants, non-profit and for-profit neighborhood- or community-based organizations and/or agencies that:

- Serve East African communities in Minneapolis;
- Have experience implementing health-related community awareness projects; and
- Can demonstrate strong existing relationships with community members they plan to reach through their proposed activities.



## D. SCOPE OF SERVICE

The selected organization will implement two components of the ReThink Your Drink campaign:

**1. Raise awareness: Conduct activities to educate residents about the link between frequent sugary drinks consumption and negative health effects, promote healthier beverages, and encourage people to choose healthier beverages over sugary drinks.**

Many people are not aware of the serious health consequences of sugary drinks consumption. Conducting awareness raising activities are a great way to teach the public about the risks of consuming too many sugary drinks, the benefits of choosing healthier beverages, and to encourage people to reduce consumption<sup>4</sup>. Some examples of public awareness activities include making presentations, hosting community events or participating in existing community events, and using local media, such as the radio or newspaper. To help make awareness raising events/opportunities more culturally relevant, the Health Department will work with the selected consultant or organization to adapt and translate existing campaign promotional materials, such as posters.

Specific examples of awareness raising activities implemented by existing partners include:

- Interactive tabling at Risen Christ School's Family Nights, the American Indian Wellness Fair, and the West Broadway Farmers Market
- Integrating lessons on sugary drinks into Fitness Clubs at Risen Christ School (biweekly)
- Conducting lessons on sugary drinks with youth attending an afterschool computer lab program (2x/month for 3 months)
- Conducting a KMOJ radio interview to talk about sugary drinks in the Native community



Tabling at the Minneapolis Urban League Family Day (above); youth promoting healthier beverages through infused water taste tests (right).



**2. Creating healthy beverage environments: Pursue policy and/or practice changes in five (5) settings to increase the availability of healthier beverages and decrease the availability of sugary drinks.**

In addition to raising awareness, changing people's beverage choices and consumption behavior is more effective when healthier beverages (and fewer unhealthy options) are available in the places where adults and children spend their time. As part of ReThink Your Drink, the selected consultant or organization will identify five (5) places in their community and help them implement strategies to create healthy beverage environments. In addition to guidance, the Health Department will provide assessment tools that help examine the availability of sugary drinks in different places and identify appropriate healthier beverage strategies to pursue. For example, the selected consultant or organization can help a community-based organization adopt a healthy beverage policy or adopt healthy beverage vending practices, or help a community-wide event (e.g., Somali Independence Day) eliminate offerings of sugary drinks. The goal of these efforts is to increase the availability and accessibility of healthier beverage choices while decreasing the availability of sugary drinks. *(See Appendix A for more examples of strategies that help create healthy beverage environments).*

Specific examples of policies and practices implemented by existing partners include:

- Passing a healthy beverage policy at Minneapolis American Indian Center (MAIC) that applies to all programs and meetings, the MAIC Café, vending machines, and outside organizations/groups/vendors renting or using MAIC facilities for any meeting or event *(Policy change)*
- Passing a healthy beverage policy at Centro Guadalupano of Holy Rosary that applies to all meetings (internal and external), community programs, and events; in addition, they will make efforts to promote healthy beverages through special signage and beverage placement strategies *(Policy and practice change)*
- Offering chocolate milk to students at Risen Christ School only on Fridays, versus every day *(Practice change)*
- Offering only healthier beverages, primarily fruit-infused water, at all Risen Christ School events *(Practice change)*



*Following the adoption of healthy beverage practices, all events at Risen Christ School will now only serve healthy beverages (above); example of a healthy vending machine (right).*





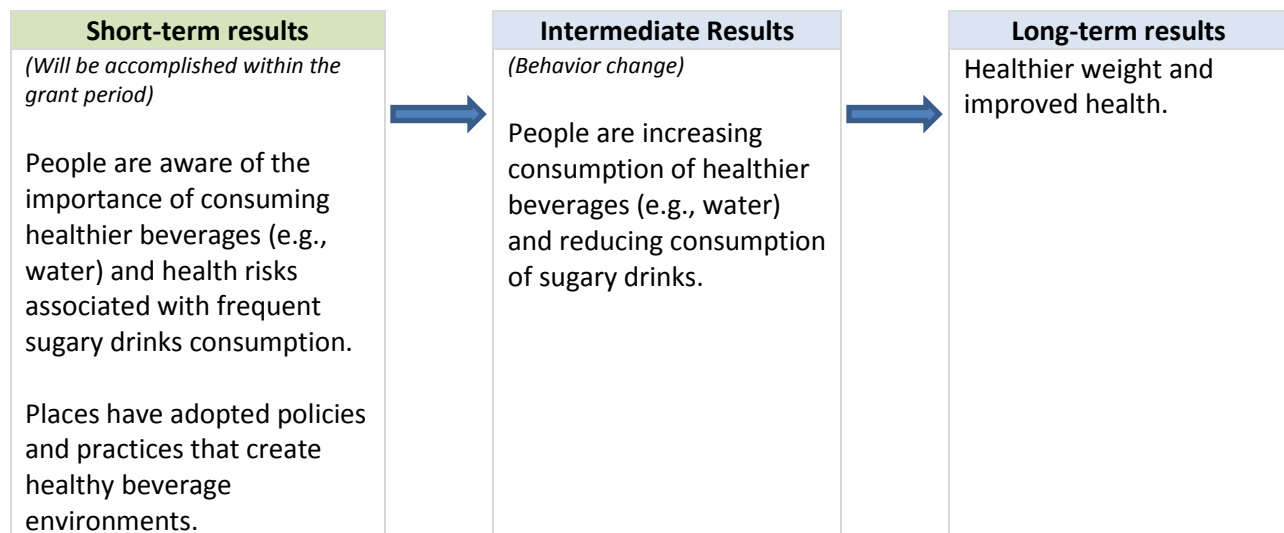
**In addition to these two campaign components, the selected consultant or organization will:**

- Participate in citywide campaign activities, as appropriate and needed;
- Include Health Department staff in planning meetings, as needed, and maintain regular communication with staff throughout the project period;
- Seek approval of all communication pieces prior to dissemination;
- Help the Health Department with translation of campaign materials;
- Work with the Health Department to conduct evaluation activities. Specifically, the selected consultant or organization will keep records of all activities, including the number of public awareness activities conducted, policy and/or practice changes, results of these efforts, and the approximate number of community members reached.

### **Intended Outcomes**

As a result of implementing the campaign's two components, immediate outcomes of ReThink Your Drink activities (green box), include:

- Increased knowledge and awareness of the importance of choosing healthier beverages over sugary drinks;
- Increased availability of healthier beverages over sugary drinks in different places where community members spend their time (via policy and practice changes).



### **E. ROLE OF THE MINNEAPOLIS HEALTH DEPARTMENT**

The Health Department will:

- Provide connections to other community partners implementing ReThink Your Drink, as needed;
- Provide regular technical assistance, support, and resources/tools to successfully complete and evaluate campaign activities;
- Adapt and pay for printing of existing ReThink Your Drink promotional materials, such as posters and magnets;
- Provide additional campaign branded materials, such as a ReThink Your Drink tablecloth and

- water bottles, for use by selected consultant or organization in campaign activities;
- Participate in selected consultant or organization's meetings, activities, and events, as needed or helpful;
- Provide connections to City resources, departments, etc., as needed; and
- Provide water dispensers up to \$250.

## **F. FUNDING**

The Health Department will provide one selected individual consultant or community-based organization up to \$32,000 to adapt and implement the ReThink Your Drink campaign between July 2016 and June 2017.

### **Funding can be used for:**

- Salary and benefits for staff
- Local travel expenses (mileage and parking related to campaign activities)
- Stipends or sub-contracts to partner entities (e.g., consultants, faith-based organizations, other community-based organizations, etc.)
- Costs related to community engagement events such as room rental and tabling costs/fees
- Communication pieces including radio or television opportunities (e.g., earned media through TV news or spots on culturally specific TV channels such as Somali TV), print ads, newsletters, websites, blogs, promotional items and/or signs, etc.
- Office supplies, general printing of materials, and postage
- Evaluation activities
- Administrative costs not to exceed 10% of direct costs

### **Funding cannot be used for:**

- Expenses related developing the application (e.g., grant writer)
- Provision of direct service, clinical care, or treatment
- Cash assistance paid directly to individuals for personal or family needs
- Non-local transportation
- Instructor fees for classes (e.g., instructor for a cooking class)
- Raffles
- Water coolers such as Culligans or water cooler services
- Equipment expenses over \$1,000 (e.g., coolers, refrigerators)
- Incentives or giveaways (e.g., trinkets, goodies, gift cards, etc.)
- Lobbying or advocacy activities

## II. REVIEW PROCESS AND SCORING CRITERIA

### A. SELECTION CRITERIA

Proposals will be reviewed by Health Department staff and representatives from other community organizations. The review team will then make a recommendation to the City of Minneapolis Commissioner of Health for final approval.

Proposals will be scored according to the following criteria:

- Applicant's experience with health education activities, and implementation of policy and/or practice changes to promote behavior change;
- Demonstrated capacity to implement proposed activities, and the fit of the application with the applicant's mission, vision, and other initiatives;
- Clarity and appropriateness of selected public awareness activities, and meaningful policy and/or practice changes. Together, both components will be assessed on their potential scope, scale, and overall impact on the community. Specifically, proposed activities will be scored on how well they:
  - Include a plan to successfully communicate with and engage the target group in the proposed activities;
  - Reach a large number of people;
  - Result in community changes that are likely to promote healthier beverage consumption behaviors;
  - Are designed to be realistically completed during the funding period; and
  - Result in tangible, distinct outcomes that are above and beyond the applicant organization's existing efforts.
- Appropriateness of proposed budget and staffing.

### B. REJECTION OF PROPOSALS

The City reserves the right to reject or accept any or all proposals or parts of proposals. The Health Department will work with the selected consultant or organization to negotiate a final work plan, after which it will enter into a formal contract agreement for a period of 12 months (1 year).

### C. ADMINISTRATIVE REQUIREMENTS

Selected agencies will be required to comply with the general terms and conditions of the [City's Standard Agreement Form](#).

Please review the document carefully, particularly the insurance requirements. All agencies receiving a contract must provide documentation of insurance coverage or assume responsibility for Workers Compensation (including coverage for subcontractors), General Liability, Commercial Auto Liability, and Professional Liability to the extent that these coverages are applicable to the project. Failure to maintain required insurance coverage may result in contract termination.

## D. TIMELINE

Wednesday, April 27, 2016	RFA issued
Thursday, May 5, 2016 at 11:00 a.m.	In-person pre-proposal meeting*
Friday, May 20, 2016	Last day to submit questions via email to <a href="mailto:health@minneapolismn.gov">health@minneapolismn.gov</a>
Every Monday through May 23, 2016	Q&A updated on MHD website: <a href="http://www.minneapolismn.gov/health/grants/index.htm">www.minneapolismn.gov/health/grants/index.htm</a>
Wednesday, May 25, 2016	Proposals due by 4:00 p.m. to the Minneapolis Health Department (by mail or in-person delivery)
Friday, June 3, 2016	Selected applicant notified by email Non-selected applicants sent a letter
Thursday, June 30, 2016	Contract negotiation complete; contract executed by City
Friday, July 1, 2016	Work can begin once the contract is fully executed between the Health Department and selected organization

*\*During the pre-proposal meeting, the Health Department will describe this funding opportunity, review the Request for Applications, and answer questions about the campaign, the application process, etc. Participation in the meeting is not required; however, it is strongly encouraged because it is the only opportunity to ask questions directly to staff. If you are unable to attend, or have additional questions following the meeting, questions may be submitted to [health@minneapolismn.gov](mailto:health@minneapolismn.gov) (please reference: "ReThink Your Drink RFA" in the subject line). Staff will accept questions and post answers on the MHD website until May 23, 2016.*

## III. APPLICATION

### A. INSTRUCTIONS

1. Complete the Application Form, which includes the Budget Form and Budget Narrative. Respond to every question in the order presented. **This form is available for download as a Word document. Please complete the application directly in the Word document.**
2. If applicable, submit Letters of Commitment from entities listed as partners in conducting proposed activities.
3. If you are not a past or current partner with the City of Minneapolis, include only one copy of each administrative document:
  - Most recent audit and management letter, or financial statements for the past three (3) years;
  - IRS determination letter for non-profits.
4. Submit **five (5) copies** of the completed application, including Letters of Commitment (if applicable), to the Minneapolis Health Department, 250 4<sup>th</sup> St S. Suite 510, Minneapolis, MN 55415. Applications must be received no later than 4:00 p.m. on Wednesday, May 25, 2016.

\*Note re: application: Applicants may partner (i.e., subcontract) with another organization to conduct part(s) of the proposed work plan.

## B. APPLICATION FORM

RETHINK YOUR DRINK APPLICATION FORM	
<b>Applicant Agency Information</b>	
Agency name	
Agency address	
Agency telephone number	
Agency fax number	
Agency Director name	
Agency Director telephone number	
Agency Director e-mail address	
<b>Contact person for this Application (if different from Agency Director)</b>	
Name	
Title	
Telephone number	
Fax number	
E-mail address	
<b>Agency Description and Qualifications</b>	
1. Briefly describe your organization's current programs and services. (approximately 2-3 paragraphs)	
2. Describe your organization's experiences and accomplishments related to conducting health-related public awareness activities and implementing strategies that create healthy environments to promote behavior change (e.g., pursuing policy and/or practice changes). (approximately 3-5 paragraphs)	
<i>Note: Keep in mind that people reviewing your application may not be familiar with your organization. Therefore, the answers to these two questions are your opportunity to convey your successes and to describe why your organization would be the right one to implement this project.</i>	
<b>Priority Population</b>	
3. Indicate and describe the specific community (or communities) your organization intends to reach through this campaign (e.g., East African residents in a specific neighborhood and/or clients or patients of an organization or clinic and/or caregivers at childcare centers, etc.). In addition, describe the challenges and opportunities related to sugary drinks consumption in the community (or communities) you intend to work with. (approximately 2 -3 paragraphs)	
<b>Proposed Projects</b>	
<b>Raising Awareness</b>	
4. Use the table below to describe the activities you will implement to raise awareness about the negative health effects of frequent sugary drinks consumption, promote healthier alternatives, and encourage overall healthier beverage consumption.	

*\*Applicants should propose a variety of activities for an intended audience to help reinforce key messages overtime. In addition, applicants should propose awareness raising activities for a variety of audiences (e.g., not just youth) to increase reach and visibility of campaign messages.*

**Add/delete lines as needed.**

Intended audience	Awareness raising activity(s) you will use to reach intended audience*	Approximate # of people reached through activities (estimate)	Rationale of proposed activity(s)	Timeframe
<b>Example: Youth</b>	- Partner with after school program at 'x' organization to deliver sugary drinks trainings or curriculum - Etc.			
<b>Example: General Public</b>	- Conduct interactive tabling at annual Somali Independence Day event - Conduct interactive tabling during quarterly health fairs at 'x' organization or clinic - Etc.			

5. Briefly summarize the work outlined in the above table (question 4). Please describe your overall approach for implementing awareness raising activities in your community(s). (approximately 5-7 sentences)

#### **Creating Healthy Beverage Environments**

6. Use the table below to propose five (5) places/settings where you will pursue policies and/or practices that will increase availability of healthier beverages and reduce availability of sugary drinks. The goal of these policies and/or practices is to create healthy beverage environments.

Proposed place/setting	Rationale for selecting this place/setting	Proposed changes	Steps you will take to achieve proposed changes
------------------------	--	------------------	---



<b>Example:</b> Another community-based organization that also serves the East African Community	<i>This organization is a social service agency that serves over 150 East Africans weekly. In addition, their space hosts numerous events and celebrations in the community. Because of this, we have the ability to reach many people.</i>	<i>Help them develop and adopt a healthy beverage policy that specifics the types of beverages that will be offered during all internal/external meetings, youth and adult programming, and events.</i>	<ul style="list-style-type: none"> <li>- Conduct an assessment of current practices</li> <li>- Educate organization's leadership and staff on campaign and importance of establishing a healthy beverage policy</li> <li>- Help draft and finalize policy</li> <li>- Promote changes through activities such as taste tests</li> </ul>		
1.					
2.					
3.					
4.					
5.					
7. Briefly summarize the work outlined in the above table (question 6). Please describe how your overall efforts to create healthier beverage environments across the five (5) places/settings will impact your community. (approximately 5-7 sentences)					
8. Describe how the activities outlined in questions 4 and 6 will work together to reduce consumption of sugary drinks in the community(s) you intend to reach with the ReThink Your Drink campaign? (approximately 1-2 paragraphs)					
<b>Budget Table (Maximum up to \$32,000 in total project costs)</b>					
PERSONNEL	Role on project	Base salary or annual wage	% time on project	Salary/wages charged to project	Fringe Benefits
Name 1 (or "to be named")	e.g., Project Director	\$0		\$0	\$0
Name 2		\$0		\$0	\$0
Name 3		\$0		\$0	\$0
Name 4		\$0		\$0	\$0
TOTAL SALARY/WAGES				\$0	-----
FRINGE BENEFITS				-----	\$0

TOTAL PERSONNEL COSTS (TOTAL SALARY PLUS FRINGE)	\$0
PROJECT EXPENSES (categories below may be modified as needed)	
Stipends or subcontracts to partner entities	\$0
Project implementation activities (specify)	\$0
Mileage	\$0
Office supplies	\$0
Postage/courier	\$0
Other (specify)	\$0
TOTAL PROJECT EXPENSES	\$0
TOTAL DIRECT COSTS (sum of Total Personnel and Total Project Expenses)	\$0
ADMINISTRATIVE COSTS (not to exceed 10% of Total Direct Costs)	\$0
TOTAL COSTS (sum of Total Direct Costs and Administrative Costs)	\$0
<i>Note: You may recreate this form and add or delete lines, as needed.</i>	
<b>Budget Narrative</b> - Please provide the following information about the budget expenses listed above.	
<p>1. <u>Personnel</u> (Salary/Wages and Fringe Benefits): For all individuals funded by the grant, describe their role on the project and their qualifications. If an individual is to be hired for the project, describe the qualifications sought for the person. Justify the time allocated to the project for each individual (e.g., explain why a half-time person is needed, or a quarter-time person is adequate, to accomplish the assigned responsibilities). Describe how fringe benefits were calculated for each individual listed.</p>	
<p>2. <u>Program Expenses</u></p> <p><i>Stipends or subcontracts to partner entities:</i> Please identify partners, whether the partners will receive a stipend or subcontract, for how much and for what activities.</p> <p><i>Project implementation activities:</i> Describe costs related to implementing proposed projects (e.g., costs of events, food, materials, etc.). Please include any costs associated with media (e.g., marketing and/or communications activities such as radio, TV programming, ads, or articles in newspapers, etc.); media costs must not exceed \$3,000.</p> <p><i>Mileage:</i> Describe the purpose for proposed travel; provide the anticipated number of miles and mileage rate using the annual IRS approved rate.</p> <p><i>Office supplies:</i> Describe the supplies needed and their applicability to the project.</p> <p><i>Postage/courier:</i> If mailing costs are expected to be more than a minimal amount, provide an explanation for the amount requested.</p> <p><i>Other (specify):</i> Add an explanation for any other categories of work identified in the budget table.</p>	
<p>3. <u>Administrative Costs:</u> Specify the rate used (not to exceed 10% of the direct costs) and indicate agency costs covered by the rate (e.g., rent, computer services, phone, etc.).</p>	

## Appendix A

### ReThink Your Drink, Every Sip Counts! RFA

#### Examples of strategies that help create healthy beverage environments

---

Examples of strategies that help create healthy beverage environments include, but are not limited to:

- Adopting workplace policies that make healthier beverage options available at internal or external meetings, events, the cafeteria, in vending machines, and more;
- Adopting a healthy vending policy, which establishes nutritional standards for products sold in vending machines. For example, encourage places that primarily serve children and/or youth to stock their vending machines with a certain percentage of beverages that meet nutrition standards, which exclude sugary drinks;
- Setting nutritional standards for beverages purchased and served at community events. For example, only water, low-fat milk, and 100% fruit juice may be served at fundraisers, after school programs, or regular special events at community, faith-based, and youth organizations;
- Making fresh drinking water easily accessible and free in public places such as restaurants, playgrounds, schools, public buildings, worksites, and clinics;
- Working with business owners to create healthy checkout aisles at small retail stores to promote visibility and sales of healthier beverages. For example, move water, seltzer, fat-free and low-fat milk and other low-calorie beverages to eye level near the cash register or in areas where drinks are for sale;
- Encouraging signage at point-of-sale or on store shelves where sugary drinks are sold to alert consumers to the health risks of sugary drinks consumption and the benefits of healthier beverage consumption.

**These examples create healthy beverage environments because they: (1) promote increased access to and consumption of healthier beverages; and (2) reduce access to and consumption of sugary drinks.**

## Appendix B

### ReThink Your Drink, Every Sip Counts! RFA

### Special Conditions for Federal and State Grant Funded Contracts

---

(Revised: 12/2015)

#### **I. General Compliance:**

The Contractor agrees to comply with the requirements of all applicable Federal and State laws, regulations and policies issued pursuant to grant funds in this Contract. The Contractor further agrees to use funds available under this contract to supplement rather than supplant funds otherwise available. By entering into this Contract with the City, the consultant agrees to be bound by any and all requirements and obligations established by the Federal or State governmental entity that provided funds to the City which were used to pay for the Consultant's services.

#### **A. Conduct:**

**Prohibited Activity** - The Contractor is prohibited from using funds provided herein or personnel employed in the administration of the program or project for political activities, sectarian, religious or anti-religious activities, lobbying, political patronage, nepotism, unionization or anti-unionization activities, or maintenance of effort. Program or project participants may not be placed into or remain working in any position that is affected by a labor dispute.

**Religious Organization** - The Contractor agrees that funds provided under this contract will not be utilized for religious activities or to promote religious interests.

#### **B. Materials Produced by Contractor:**

**Grantor Recognition** - The Contractor shall ensure recognition of the role of the Grantor Agency identified by the City in providing the scope of work or services through this contract. In addition, the Contractor will include a reference to the support provided herein in all publications made possible with funds made available under this contract.

**Progress** - The Contractor shall submit reports to the City in the form, containing the content, and with the frequency required by the City.

#### **C. Employment Restrictions:**

**Notifications** - The Contractor's executive management will ensure that a notice of its affirmative commitments in regards to Minnesota's Occupational Safety and Health Act of 1973 and Minnesota's Employee Right to Know Act of 1983 (MINNESOTA STATUTES, SECTIONS 182.65-.676) and all regulations promulgated thereunder, as now or hereafter amended, is made available to Contractor's employees and any applicable labor unions or worker's representatives.

**Infringement** - Contractors may not impair existing contracts for services or collective

bargaining agreements nor displace currently employed workers, including no reduction in non-overtime, wages or benefits. Participants will not replace laid off employees nor infringe on other employees' promotional opportunities.

## **II. Administrative Restrictions**

- A. Fees.** The Contractor is prohibited from charging an enrolled individual a fee for referral or program services.
- B. Voter Registration.** If required by the City Contract Manager, the Contractor shall provide voter registration services for employees and program participants encountered in the performance of this contract. Non-partisan assistance shall be provided, including routinely asking employees and members of the public served if they would like to register to vote, providing them with a registration form, and assisting them in completing the form.

## **III. General Federal and State Requirements**

- A. Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. Section 794 et seq.) as now or hereafter amended, which prohibits discrimination against individuals with disabilities in any federally assisted program or activity.
- B. Hatch Act** (5 U.S.C Section 1501-1508, 7321-7326) (*See also* 18 U.S.C. Sections 210-211, 594 et seq.) as now or hereafter amended, which prohibits the use of funds provided or personnel employed under this contract from being used to conduct or engaging in certain political activities.
- C. Endangered Species Act of 1973** (7 U.S.C. Section 136, 16 U.S.C. Section 1531 et seq.) as now or hereafter amended, which prohibits harm against plants, animals or habitats protected under the Act.
- D. Fair Labor Standards Act of 1938** (29 U.S.C. Section 201 et seq.) as now or hereafter amended, which regulates wage, hour and other employment practices that govern the use of funds provided and the employment of personnel under this contract.
- E. The Age Discrimination Act of 1975** (42 U.S.C. Section 6101 et seq.), as now or hereafter amended, which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
- F. The Americans with Disabilities Act of 1990** (42 U.S.C. Section 12101 et seq.), as now or hereafter amended, which prohibits discrimination against qualified individuals on the basis of disability.
- G. Title IX of the Education Amendments of 1972** (20 U.S.C. Sections 1681-1688), as now or hereafter amended, which prohibits discrimination on the basis of sex in educational programs and in any activities receiving federal financial assistance.
- H. Title VI The Civil Rights Act of 1964** (42 U.S.C. Section 2000d et seq.), as now or hereafter amended, which prohibits discrimination against an individual on the basis of

race, color or national origin in any program or activity receiving federal financial assistance. These regulations apply to all employers, including State and Local governments, public and private employment agencies, and labor organizations.

**I. Drug Free Workplace Act of 1988** (41 U.S.C. Sections 8102 et seq.) as now or hereafter amended, and all regulations promulgated thereunder, including 2 C.F.R. Part 182 (as adopted by HUD at 2 C.F.R. Part 2429.10 et seq.), which require each grantee or sub-grantee (an “employer”) to make a continuing good faith effort to maintain a drug free workplace, and mandate certain actions the “employer” must take to achieve this requirement.

**J. Regulations** – The Contractor agrees to comply with the requirements, as applicable, of:

- Executive Order 12291: “Federal Regulations” (46 Fed. Reg. 13193 (Feb. 17, 1981)).
- Executive Order 12259: “Leadership and Coordination of Fair Housing in Federal Housing Programs” (46 Fed. Reg. 1253 (Dec. 31, 1981)).
- Executive Order 12549: “Debarment and Suspension” (51 Fed. Reg. 6370 (Feb. 18, 1986)).
- Executive Order 13132: “Federalism” (64 Fed. Reg. 43255 (Aug. 4, 1999)).
- Title VIII of the Civil Rights Act of 1968 (42 U.S.C. Section 3601 et seq.). (Also known as the Fair Housing Act).
- 42 C.F.R. Chapter I, Subchapter D-“Grants.” (Department of Health & Human Services)
- 31 C.F.R. Part 205: “Rules and Procedures for Efficient Federal-State Funds Transfers”.
- 37 C.F.R. Part 401: “Rights to Inventions made by Nonprofit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements”.
- 49 C.F.R. Part 24: “Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs”.
- 29 C.F.R. Part 37: “Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998 (WIA)”.
- 2 C.F.R. Part 200 “Uniform Grant Guidance” (Applicable to all direct federal awards made after December 26, 2014 and supersedes OMB administrative, cost and audit rules in the OMB circulars listed below).

**For funds provided through federal awards to the prime recipient on or prior to December 26, 2014, the following circulars apply:**

- O.M.B. Circular A-21: “Cost Principles for Educational Institutions” (*See* 2 C.F.R. Part 220).
- O.M.B. Circular A-87: “Cost Principles for State, Local and Indian Tribal Governments” (2 C.F.R. Part 225).
- O.M.B. Circular A-102 Revised: “Grants and Cooperative Agreements with State and Local Governments”. (For HUD funded contracts, see 24 C.F.R. Part 85)
- O.M.B. Circular A-110: “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations” (2 C.F.R. Part 215) (For HUD funded contracts, see 24 C.F.R. Part 84).
- O.M.B. Circular A-122: “Cost Principles for Nonprofit Organizations” (2 C.F.R. Part 230).
- O.M.B. Circular A-133 Revised: “Audits of States, Local Governments and Non-Profit Organizations”.



**K. Cost Certification.** Before the City releases any of the funds covered by this Contract, the Contractor shall sign the following certification statement:

ALL PAYMENTS REQUESTED ARE FOR APPROPRIATE PURPOSES  
AND ARE IN ACCORDANCE WITH THE PROVISIONS OF THE GRANT  
APPLICATION OR PROPOSAL AND THE CONTRACT.

**L. Non-procurement Debarment and Suspension.** The Contractor agrees to comply with 2 C.F.R. Part 180, Subpart C and to require each subcontractor, supplier or other party with whom the Contractor contracts regarding the funding received pursuant to “covered transactions” as defined in 2 C.F.R. Part 180, Subpart B.

If the funding agency is the U.S. Department of Housing and Urban Development, Contractor shall also comply with 2 C.F.R. Part 2424 and 2 C.F.R. Part 180, Subpart C.

If the funding agency is the U.S. Department of Health and Human Services, Contractor shall also comply with 2 C.F.R. Part 376, Subpart C.

**M. Equal Employment Opportunity.** The Contractor agrees to comply with Executive Order 11246, “Equal Employment Opportunity,” (30 Fed. Reg. 12319 (Sept. 24 1969)) as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” (32 Fed. Reg. 14303 (Oct. 13, 1967) as amended or supplemented) and as supplemented by regulations at 41 C.F.R. Chapter 60: “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

#### **IV. Additional Conditions for Projects Involving Construction**

##### **A. Labor Standards**

The Contractor agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act (40 U.S.C. § 3141 et seq.) as amended, (further regulations and requirements are found at: <http://www.wdol.gov/dba.aspx>), the applicable provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. § 3701 et seq.), the Copeland “Anti-Kickback” Act (18 U.S.C. Section 875), and all other applicable federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this contract. The Contractor shall maintain documentation that demonstrates compliance with hour and wage requirements of this part and shall make such documentation available to the City for review upon request.

## **B. Land Covenants**

This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and 24 C.F.R. Part 1. In regard to the sale, lease or other transfer of land acquired, cleared or improved with assistance provided under this contract, the Contractor shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the City and the United State are beneficiaries of and entitled to enforce such covenants. The Contractor, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

## **C. Environmental Conditions**

- 1) **Air and Water:** The Contractor agrees to comply with the following regulations insofar as they apply to the performance of this contract: 1) Clean Air Act (42 U.S.C. Section 7401 et seq.) as amended; 2) Federal Water Pollution Control Act (the Clean Water Act) (33 U.S.C. Sections 1251-1387), as amended, including regulations relating to inspection, monitoring, entry, and reports pursuant to 33 U.S.C. Section 1318, information and other requirements specified in the regulations and guidelines issued thereunder; 3) Environmental Protection Agency (EPA) regulations pursuant to 40 C.F.R. Part 745, as amended; 4) National Environmental Policy Act of 1969 (42 U.S.C. Section 4321 et seq.) as amended; and 5) HUD Environmental Review Procedures (24 C.F.R. Part 58) as amended.
- 2) **Lead-Based Paint:**
  - (a) Residential Structures - The Contractor agrees that any construction or rehabilitation of residential structures with assistance provided under this contract may be subject to HUD Lead-Based Paint Regulations (*see* 24 C.F.R. Part 35). Such regulations pertain to all HUD-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning. The Contractor shall also comply with the regulations contained in 40 C.F.R. Part 745, Subpart E for any renovation, repair and paint (RRP) work that occurs at any residential property constructed prior to 1978.
  - (b) Commercial and Public Structures – The Contractor shall comply with the regulations contained in 40 C.F.R. Part 745, Subpart L, including the licensing and work practices standards for public and commercial buildings, bridges and super structures.

## **D. Historic Preservation**

The Contractor agrees to comply with the historic preservation requirements set forth in the National Historic Preservation Act of 1966 (16 U.S.C. § 470 et seq.) as amended, the Archeological and Historic Preservation Act of 1974 (16 U.S.C. §§

469-469c-1) as amended, Executive Order No. 11593, and the procedures set forth in 36 C.F.R. Part 800, insofar as they apply to the performance of this contract.

#### **E. Progress Payments and Retainage**

Unless otherwise prohibited by conditions for payment and receipt of the federal grant by the City, this contract shall be subject to the provisions for security for completion of performance provided in Minnesota Statutes, Sections 15.71 through 15.74.

#### **V. Federal Funding Accountability and Transparency Act of 2006 (FFATA)** (31 U.S.C. Section 6101 et seq.)

The FFATA applies to direct federal grants received by the City, which are provided as a sub award (sub grant, sub contract or sub recipient) to a first tier contractor or vendor. The City is obligated to report to a website maintained by the US Office of Management and Budget (OMB) certain information about entities that receive a sub award of federal funds in an amount of \$25,000 or more. As a sub awardee, sub recipient or contractor being paid in whole or in part by the City with federal grant proceeds, your organization is required to register with the Central Contractor Registry (CCR) and comply with the requirements of the Federal Subaward Reporting System (FSRS). As a sub awardee of federal funds, the company/entity is required to obtain a unique, federal identification number (DUNS) and report total compensation of certain executive level members of the company/entity (see [www.fsrs.gov](http://www.fsrs.gov) for details).

#### **VI. Certification Regarding Lobbying**

Before the City releases any of the funds covered by this Contract, the Contractor shall sign the following certification statement:

**The undersigned hereby certifies, to the best of his or her knowledge and belief, that:**

- 1) NO FEDERAL APPROPRIATED FUNDS HAVE BEEN PAID, OR WILL BE PAID, BY OR ON BEHALF OF THE UNDERSIGNED, TO ANY PERSON FOR INFLUENCING OR ATTEMPTING TO INFLUENCE AN OFFICER OR EMPLOYEE OF AN AGENCY, A MEMBER OF CONGRESS, AN OFFICER OR EMPLOYEE OF CONGRESS, OR AN EMPLOYEE OF A MEMBER OF CONGRESS IN CONNECTION WITH THE AWARDING OF ANY FEDERAL CONTRACT, THE MAKING OF ANY FEDERAL GRANT, THE MAKING OF ANY FEDERAL LOAN, THE ENTERING INTO OF ANY COOPERATIVE AGREEMENT, AND THE EXTENSION, CONTINUATION, RENEWAL, AMENDMENT, OR MODIFICATION OF ANY FEDERAL CONTRACT, GRANT, LOAN, OR COOPERATIVE AGREEMENT.
- 2) IF ANY FUNDS OTHER THAN FEDERAL APPROPRIATED FUNDS HAVE BEEN PAID OR WILL BE PAID TO ANY PERSON FOR INFLUENCING OR ATTEMPTING TO INFLUENCE AN OFFICER OR EMPLOYEE OF ANY AGENCY, A MEMBER OF CONGRESS, AN OFFICER OR EMPLOYEE OF

CONGRESS, OR AN EMPLOYEE OF A MEMBER OF CONGRESS IN CONNECTION WITH THIS FEDERAL CONTRACT, GRANT, LOAN, OR COOPERATIVE AGREEMENT, THE UNDERSIGNED SHALL COMPLETE AND SUBMIT STANDARD FORM-LLL, "DISCLOSURE FORM TO REPORT LOBBYING," IN ACCORDANCE WITH ITS INSTRUCTIONS.

- 3) THE UNDERSIGNED SHALL REQUIRE THAT THE LANGUAGE OF THIS CERTIFICATION BE INCLUDED IN THE AWARD DOCUMENTS FOR ALL SUBAWARDS AT ALL TIERS (INCLUDING SUBCONTRACTS, SUBGRANTS, AND CONTRACTS UNDER GRANTS, LOANS, AND COOPERATIVE AGREEMENTS) AND THAT ALL SUBRECIPIENTS SHALL CERTIFY AND DISCLOSE ACCORDINGLY.

**This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

IN WITNESS WHEREOF, I have set my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

FOR: \_\_\_\_\_

(Organization)